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# Example of Policy & Compliance Analyst Job Description

Our company is looking for a policy & compliance analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for policy & compliance analyst

* Coordination of on-boarding of new data products while ensuring compliance with market data contracts and compliance with reporting obligations
* Consulting of customers and internal departments regarding the type of use of market data policy and price changes
* Independent creation and delivery of notifications about the changes within the organization and to the customers
* Maintenance of price lists and documentation of usage guidelines
* Direct communication with suppliers and customers (especially in English)
* Provide oversight, challenge and critical friend support to the Org ID teams to ensure that at all stages of the client lifecycle, the Policy is accurately described and operationally executed, in both letter and spirit
* Serve as a point of escalation for Policy related issues raised by internal and external stakeholders
* Provide input to and periodic oversight of standard operating procedures (SOPs) to ensure they are fit for purpose from a Policy compliance perspective
* Engage with subscribing financial institutions (SFIs) to support service delivery activities including pre and post implementation work
* Proactively analyse requests for visas (client-specific requirements) to assess whether Policy change is warranted based on the number and nature of visas in a particular Policy rule set

## Qualifications for policy & compliance analyst

* Experience in Compliance and/or Internal Audit department or related experience’
* Working knowledge of and the ability to understand source contract obligations
* Ability to critically review policies and procedures
* Ability to analyse and document complex business processes
* Critical thinker - analytical/problem solver
* Ability to gather and interpret relevant data